

AIS Rules

D.Nariala

All India Service (Conduct) Rules, 1968

General: Maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of a member of the Service.

- Act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public or otherwise.**

All India Service (Conduct) Rules, 1968

- **Best judgement**
- **Prohibition regarding employment of children below 14 years of age**
- **Employment of near relatives in companies or firms**
- **Taking part in politics and elections**

All India Service (Conduct) Rules, 1968

- **Connection with press or radio**
- **Criticism of Government**
- **Subscriptions**
- **Gifts**
- **Giving or taking of dowry**
- **Public demonstration in honour of Government Servants**
- **Private trade or employment**

All India Service (Conduct) Rules, 1968

- **Use of Government accommodation**
- **Investment, lending and borrowing**
- **Insolvency and habitual indebtedness**
- **Movable, immovable and valuable property**
- **Observance of cultural norms**
- **Canvassing**
- **Restriction regarding marriage**

All India Service (PAR) Rules, 2007

- **Based on the recommendations of the Surinder Nath Committee constituted to review the system of Performance Appraisal, Promotion, Empanelment and Placement for the All India Services and other Group 'A' Services**

Performance Appraisal Report

- **The PAR would be a tool for career planning and training, rather than a mere judgmental exercise**
- **Mandatory time schedule : PAR to be recorded by 31st December, failing which assessment to be on the basis of overall record and self-assessment**
- **Only one reporting, reviewing and accepting authority for a given period of time**

Basic Format for the PAR

- **Section I – Basic information, dates property returns filed and medical check-ups**
- **Section II – Self-appraisal, indicating achievements against pre-set work plan / unforeseen tasks**
- **Training and skill-upgradation**
- **Section III–Appraisal, with overall numerical grading**
- **Section IV–Review**
- **Section V-Acceptance**

Basic Format for the PAR

- An integrity certificate for all levels of officers
- Reporting/Reviewing Officer to give recommendations relating to domain assignment
- Reporting/Reviewing Officer to indicate major strengths and areas of lesser strengths
- Integrity, attitude to SC / ST and pen picture descriptive in nature
- Certification and sharing of integrity an integral part of the PAR
- Option of four domains
- Major strengths and areas of lesser strengths to be shared with the officer reported upon included

Work Plan

- Preparation of work plan in advance (by 30th April) each year by the appraisee / Reporting Officer setting the key tasks in order of priority
- Deliverables would essentially comprise quantifiable targets for field posts and qualitative (policy objectives) for secretariat level posts
- Initial and mid-year work plans filed with the Reviewing Officer / Updated at mid-year

Health Status Report

- Annual health check up proforma finalized in consultation with the Deptt of Health
- Only summary medical report of check up to be attached to PAR
- Dispensed below the age of 40, except in case of medical incident

E Initiatives of DoPT

- **SPARROW : Smart Performance Appraisal Report Recording Window**
- **PRISM: Property Related Information System**
- **EASY: Empanelment And Appraisal System**
- **E SERVICE BOOK**

IAS (Cadre Rules), 1954

- **These are the set of rules which governs various matters relating to the allocations, postings, cadre reviews, temporary addition to the cadre, ex-cadre posts and other allied matters**

Deputation of AIS Officers

- **Rule 6 - AIS officer can go on deputation after serving 9 years in his/her cadre and if he/she is clear from vigilance angle**
- **AIS officer has to cool off after every period of deputation under Rule 6(1) and Rule 6(2)(ii).**
- **Different tenures are provided for different deputations**

Deputation of AIS Officers

- **Under Rule 6(1)**
 - to the posts of Government of India (Central Staffing Scheme).
 - to autonomous bodies controlled by Central Government (Non Central Staffing Schemes post).
 - to another State Government (Inter cadre deputation).
- **Under Rule 6(2)(i)**
 - to bodies controlled by the State Government on whose cadre she/he is borne.
- **Under Rule 6(2)(ii)**
 - to an international organization, an autonomous body not controlled by the Government, or a private body

Inter Cadre Transfer of All India Service Officers

Inter Cadre Transfer

- Rule 5(2) of IAS (Cadre) Rules 1954 provide that Central Government, with the concurrence of State Governments can transfer a cadre officer from one cadre to another cadre.
- Inter cadre transfer is permitted to a member of AIS on the grounds of marriage to another member of AIS and on the grounds of extreme hardship in the rarest of i.e.(a) threat to the life of the officer or his immediate family and (b) severe health problem to the officer or his immediate due to the climate or environment of the State to which he is allotted.

Inter Cadre Transfer (contd.)

- **Such transfer is not permitted to the home State of officers.**
- **Not permitted to AIS officer on the ground of marriage to an officer serving in a Central Service / State Service / PSU or any other organization.**
- **Circular available on DOPT website**

The AIS (Leave) Rules, 1955

- Leave cannot be claimed as of right.(rule 3}**
- Leave cannot be granted for a continuous period exceeding five years.(rule 7.1)**
- An officer is entitled to 30 days of Earned Leave and 20 days of half-pay leave each year credited half-yearly. (rule 11 & 12)**
- Apart from these, Commuted leave, Leave not due for 360 days, special disability leave, extra ordinary leave, study leave are also allowed.(rules 13-17)**

The AIS (Leave) Rules – (Contd.)

- **Lady Officers are eligible for maternity leave/Child adoption**
- **leave for 180 days and male officer for paternity leave/adoption for 15 days.(rule 18)**
- **Encashment of leave up to 300 days is allowed at the time of retirement. (rule 20)**
- **No encashment of leave is allowed during service.**

**[These rules are available in the Ministry's Website
www.persmin.nic.in>Employees corner>AIS
rules>AIS Manual Vol.I]**

The AIS (Leave) Rules-(contd.)

- **The Sixth Central Pay Commission has recently enhanced some facilities relating to:**
 - **maternity leave enhanced from 135 days to 180,**
 - **facility of child care leave extended to a female officer for two years.**
 - **Child adoption Leave extended from 135 days to 180 days to a female officer and 5 days of Paternity Leave for child adoption to a male officer.**
 - **Encashment of earned leave up to 10 days on LTC for each travel and 60 days in the entire career with no deduction from the total accumulated earned leave for calculation of leave salary at the time of retirement.**
- **[Circulars in this regard are available in the Ministry's [website www.persmin.nic.in](http://www.persmin.nic.in)]**

Leave-Delegations

- Power to grant leave is with the State Government if an officer is serving with the affairs of the State and with the Central Ministries/Departments in case of Central Deputation.
- They have also been delegated to grant:
 - study leave within India,
 - ex-India leave on personal grounds,
 - ex-India leave for up to 21 days for personal invitation directly from foreign organisations.
 - Leave in continuation of duty abroad for a period of maximum 21 days and a minimum of 4 days under certain conditions.
- [GOI circular No.11019/07/2003-AIS-III dated 05.12.2007 available in the Ministry's website www.persmtn.nic.in> Employees corner>AIS Rules>AIS Manual Vol.I > The AIS(Leave) Rules, 1955]

AIS (Study Leave) Regulations, 1960

- **Study Leave shall be granted for higher studies for widening the mind of the Officer for public service (Reg.3.1)**
- **Study Leave cannot be granted:**
 - **Without the prior sanction of the Central Govt. (ex-India). (Reg.3.3.1)**
 - **Without the prior consent of the parent Cadre (Reg.3.6)**
 - **Before completion of seven years of service (with some relaxation to North-Eastern cadres.) (Reg. 3.4.i)**
 - **If the officer is due to reach the age of superannuation within three years from the date on which he is expected to return to duty after the expiry of leave. (Reg.3.4.ii)**

AIS (Study Leave) Regulations, 1960

- **Total period of study leave is 24 months which can be combined with any kind of leave for 36 months for Ph.D. (Reg.4&5)**
- **Study allowance can be granted for Ex-India study. (Reg.7).**
- **Officer is permitted to retain any scholarship or stipend awarded by the institution or government. (Reg.7)**
- **Negotiation for financial assistance from other sources requires prior approval of Central Government. ***

***[GOI circular NO.11020/13/2008-AIS-III dated 27.03.2009 available in the Ministry Website]**

AIS (Study Leave) Regulations

The proposal of study leave should contain, inter-alia:

- Offer of admission from the institute**
- Finance and source of funding,**
- Recommendation of the Cadre**
- Vigilance clearance**
- FCRA clearance from MHA and political clearance from MEA**

[GOI circular No.11019/07/2003-AIS-III dated 05.12.2007 available in the Ministry's website www.ersmin.nic.in> Employees corner>AIS rules>AIS Manual Vol.I > The AIS(Leave) Rules, 1955]

All India Service (LTC) Rules, 1975

- The leave Travel Concession of a member of the Service, serving in connection with the affairs of the Union, shall be regulated in the same manner and subject to same conditions as are applicable to the officers of the Central Civil Service, Group 'A'. (rule 3, sub-rule 1)**
- The Leave Travel Concession of a member of the Service, serving in connection with the affairs of the State, shall be regulated in the same manner and subject to same conditions as are applicable to the officers of the State Civil Services, Class I. (rule 3, sub-rule 2)**

All India Service (LTC) Rules, 1975

- Provided that the concession afforded to a member of the Service under sub-rule 2 shall not be at any time inferior to that to which he would be entitled under sub-rule (1), had he been appointed to serve in connection with the affairs of the Union.**

Types of LTC

- **The Leave Travel Concession (Hometown) is once in a block of two calendar years, such as 2006-07, 2008-09 and so on.**

The Leave Travel Concession (Anywhere in India) is admissible once in a block of four calendar years in lieu of, and adjusted against, the leave travel concession to hometown available to him at the time of commencement of the journey, such as 2006-07, 2008-09 and so on:

A member of Service whose family lives away from him at his hometown may, in lieu of LTC (Anywhere in India) once in a block of four years, choose to avail of leave travel concession for self only to visit the hometown every year.

Carry over of LTC-

A member of Service who is unable to avail of the LTC within a particular block of two years or four years may avail of the same within the first year of the next block of two years or four years.

Encashment of Earned Leave along with LTC-

Officers are allowed to encash ten days earned leave at the time of availing of LTC to the extent of sixty days during the entire career. The leave encashed at the time of LTC will not be deducted from the maximum amount of earned leave encashable at the time of retirement

Thank You!